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CONSOLIDATED ANNUAL DA REPORTING FOR OVERSEAS STATIONS:

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SUMMARY:

This memorandum examines the proposal to identify as many reports as possible that can be consolidated into one annual report, reviews the initial findings, and presents additional considerations put forth by a panel of senior administrative officers.

ADMINISTRATIVE REPORTS:

The panel members reviewed the regulations and the preliminary list of reports being generated for Headquarters use, found that all but one or two have current validity, and determined that there is no simple way to consolidate all the various reports that DO field stations and bases are required to submit.

With respect to annual administrative reports such as the real property report, the firearms report, the report of records holdings, the table of vehicular allowances, we believe reporting on these subjects could be combined into one annual consolidated field administration report which would be scheduled at a time when it would have the least disruptive impact on field operations and personnel rotations. For most field elements, we believe that February would be a good month unless there are fiscal or other management requirements that dictate a different time. Initially it might be better to consolidate only a small number of annual reports into this annual consolidated report, and then add others as the acceptability and usefulness of this approach is tested and benefits become known. Efforts should be made to condense the format of each element to simplify reporting by field elements. The report should be computer-generated from Headquarters, filled in by the field element and returned within a specified time period.

The panel also arrived at a number of proposals that would ease the impact of reporting on field elements. These include the following suggestions:

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Reports should be scheduled to avoid the summer rotation months in view of personnel turnover.

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Where possible, reports should be submitted by electrical means rather than hard copy to improve reporting time and reduce pouching requirements and time. A good candidate for this is the PAR.

Requirements to respond to annual reports should originate from Headquarters rather than expecting the field to generate the reports.

In reviewing the large number of reports currently demanded of field elements, it was agreed that any changes should be examined by the Headquarters element concerned and the DO Area Divisions. It is also recognized that the introduction of the CRAFT system and other data handling systems are likely to alter the way in which reports are submitted to Headquarters, and any recommendations on consolidation should be considered with this in mind.

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